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Purpose To establish clear guidelines to govern the nomination of ACE members for IEA Triennial Awards (IEA Distinguished Service Award, IEA Outstanding Educators Award, and the IEA Ergonomics Development Award).

Policy Established The IEA Triennial Awards are given to members of any International Ergonomics Association (IEA) Federated Society to recognize outstanding contributions to the field of ergonomics / human factors per the award descriptions and are available only in the year of the IEA Triennial conference.

Eligibility To be eligible for nomination for the IEA Fellow Award, the candidate must be a member of ACE or another IEA Federated Society, and must have demonstrated record of international service to the field of ergonomics / human factors per the IEA criteria.

General Criteria, as stated by IEA **IEA Distinguished Service Award**
The IEA Distinguished Service Award is presented to individuals for outstanding contributions to the promotion, development and advancement of the IEA.

IEA Outstanding Educators Award
The IEA Outstanding Educators Award is presented to persons in recognition of outstanding contributions in the area of ergonomics education for having Developed ergonomics education programs Produced new methodology and/or materials for teaching ergonomics, or Graduated persons who have become outstanding ergonomists.

IEA Award for Promotion of Ergonomics in Industrially Developing Countries
The IEA Award for Promotion of Ergonomics in Industrially Developing Countries is given to a person(s) who has made significant and outstanding contributions to the Development of Infrastructure of Ergonomics in an industrially developing country. This may be manifested through development of teaching/training programs, implementation of ergonomics design in industry, development of R&D programs, organization of ergonomics professionals, and extensive collaboration with international bodies such as United Nations.

IEA Ergonomics Development Award
The IEA Ergonomics Development Award is presented to persons who have had an international impact on ergonomics in terms of making a contribution or development which: Significantly advances the state of the art of existing ergonomics sub-speciality, or Opens up a new area of ergonomics research and/or application.

DATE POLICY APPROVED	REVIEW DATE	COMMITTEE RESPONSIBLE
August 11, 2003		National Council



COUNCIL POLICIES AND PROCEDURES

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Related Procedures	Nomination	<p>Any two members may propose a deserving ACE member for nomination for a IEA Triennial Award, by submitting letters of nomination to the attention of the ACE Executive Director. Each letter should outline the reasons why the ACE member is deserving of the IEA Fellow Award and should also include a description of international service, outstanding contributions to ergonomics / human factors research, design or consulting, and/or other significant ergonomics / human factors efforts directed or managed by the candidate.</p> <p>Two letters of nomination must be received in order for any ACE member to be considered for nomination for the IEA Triennial Award. The letters should be submitted to the Executive Director at the ACE National office.</p>
	Review of Nomination	<p>Once all required letters of nomination have been received, the Executive Director will contact the proposed individual to request a copy of their Curriculum Vitae and a brief outline (maximum of 4 pages) of their current and past activities in the field of ergonomics and any other documentation required by the IEA.</p> <p>The President will be informed of the nomination and will be provided an opportunity to submit a letter of support or opposition for the nomination, clearly citing their reasons and providing appropriate background material, where applicable.</p> <p>All materials for the nomination will be forwarded to the National Council, along with the President's recommendation, for consideration against the criteria indicated above. If deemed necessary, additional details may be requested from the nominated candidate.</p>
	Conflict of Interest	<p>If for any reason, any member of the National Council feels unable to review the nomination without bias or prejudice, the individual must declare a conflict of interest and absent him/herself from the discussion and any subsequent vote on the nomination.</p> <p>The National Council will vote to accept or reject the proposed nomination for the IEA Fellow Award. The decision of the National Council is final.</p>
	Notification	<p>The President shall notify the candidate, in writing, of the decision of the National Council immediately following the Council meeting.</p> <p>Members whose proposed nominations are accepted by the National Council will have their nomination forwarded by the Executive Director to the International Ergonomics Society (IEA) for consideration for the IEA Triennial Award.</p>
	Supporting Documents	<p>IEA Triennial Award nomination forms (obtain from the IEA if not circulated prior to the awards deadline (usually March of the year of the Triennial conference).</p>

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